

3 FAH-2 H-400 Appendix J 200

FSN-200 LANGUAGE TRAINING AND TRANSLATION GROUP

(TL:FSNH-6; 8-24-93)

This group includes all classes of positions the duties of which are to advise on, administer, supervise, or perform technical or related clerical work of a language training, translating, or similar nature.

Series of classes included in this group are:

Language Training Series	FSN-205
Translating Series	FSN-210

FSN-205 LANGUAGE TRAINING SERIES

This series includes positions concerned with teaching the language of the host country to employees of the embassy and associated agencies, and with the technical operation of the post's Language Training Program.

Language Training programs are not established at all posts but are widespread throughout Foreign Service posts, particularly at posts where world languages are spoken. The programs range from very small with one part-time contract employee to fairly sizeable programs with six or seven Language Instructors and a Supervisory Language Instructor.

The Language Series includes three levels of positions.

They are:

Supervisory Language Instructor	FSN 205-8
Language Instructor	FSN 205-7
Language Instructor	FSN 205-6

The level distinctions between the positions are clear. The Language Instructor FSN-6 is a developmental position with the primary purpose of providing training and experience in the Foreign Service Institute's methods and procedure of language instruction. During the training period the employee's assignment is the least difficult of any teaching assignment in the post's program. The employee is given close direction and supervision by classroom monitoring. When the employee has clearly demonstrated ability to perform at the full level of the Language Instructor FSN-7 position, the employee should be changed to that level.

The Supervisory Language Instructor level is based on responsibility for the technical operation of the post's language training program and on supervision of a group of at least three Language Instructors. Further details on the grade-level criteria are provided in the Standards.

Most Language Instructors are employed less than full-time and are paid on an hourly contract rate basis. Some Supervisory Language Instructors may be contract employees and others may be employed on an appointment basis. In practically all cases, the rates paid relate to one of the class levels of the post's Compensation Plan and the rates are revised at the time the contract is revised if a substantial change has been made in the Compensation Plan indicating that a revision of the rates is justified.

These standards cover the great majority of Language Instructors and Supervisory Language Instructor positions in the Foreign Service. At various times there may be a special language school (Tunis Arabic Language School) with a large training program that has Supervisory Language Instructor positions that warrant classification above levels described in this Standard. These positions are likely to be highly individualized and should be evaluated by comparison with the grade level criteria in this standard and in standards covering comparable situations.

FSN-205-8 INTERAGENCY POSITION CLASSIFICATION STANDARDS

GROUP: Language Training and Translation
TITLE: Supervisory Language Instructor

SERIES: Language Training Series
LEVEL: FSN-205-8

BASIC FUNCTION:

Supervises the technical operation of the post's language training program.

MAJOR DUTIES AND RESPONSIBILITIES:

Interviews and selects language instructors for the post's language training program subject to the concurrence of the post Language Officer. Instructs and trains the language instructors in the methodology and procedures of the Foreign Service Institute Language Training Program. Schedules language classes in collaboration with the post Language Officer and assigns language instructors to classes. Maintains record of attendance and prepares vouchers for monthly payment of Instructors. Initially interviews, tests aptitude and level and assigns students to classes. Supervises student progress and monitors instructor's classroom performance and techniques, providing suggestions for improvement. Administers language tests to students at various stages of their development. If test results from an individual class indicate a pattern of errors in a particular area, advises class instructor to emphasize corrective measures in review. In collaboration with instructors, reassigns fast or slower learning students to classes more in line with their development. Responsible for maintaining the language training material, and lending out books, tapes and tape recorders. Personally teaches language classes either on a regular or temporary basis. Prepares or reviews various reports including: FSI Annual Language Training Report, Instructor's Monthly Student Evaluation Report. Instructor's Bi-Weekly Student Attendance Reports, Semi-Annual Student Roster. Prepares annual post language budget and amendments for discussion and approval by Post Language Officer prior to submission. Provides advice and assistance to Consular posts in the host country regarding the budget, annual report, language material, and other phases of the language program.

DESIRED QUALIFICATIONS:

EDUCATION: Possession of a collegiate degree is highly desirable.

EXPERIENCE: From three to five years of progressively responsible experience in positions requiring the application of instructional skills and techniques. A minimum of two years of this experience should be with a U.S. agency using the FSI language training system.

LANGUAGE: Level 3, good working knowledge of English, is required. Level 4, fluency in English, is desirable. The employee must be a native speaker of the host country language or other language taught.

KNOWLEDGE: A thorough knowledge of and training in the State Department's Foreign Service Institute Language Training methods and system. Excellent knowledge is required of grammar, idiom, syntax, and pronunciation of the host country language.

ABILITIES: Ability to communicate effectively with students, to evaluate their progress, and to assist them in surmounting language learning difficulties. Ability to supervise, direct, and assist a group of language instructors. Ability to type at Level 1 is desirable.

DISTINGUISHING FEATURES:

The primary distinguishing feature between this level and the next lower level is that this is a supervisory level (three or more instructors) with overall technical responsibility for the post's language training program. Although the post may have an American employee designated as the post's "Language Officer," that person provides very general supervision usually relating to the utilization of budgeted resources, to resolving questions of eligibility for admission to language classes, to possible disciplinary action such as dropping students from classes, and to matters concerning salary, work conditions, etc. As the post's Language Officer usually does not have the background to provide technical supervision, the Supervisory Language Instructor has full responsibility for the operation of the language program from a technical viewpoint. Guidelines are provided by the procedures, handbooks, and instructions furnished by the Foreign Service Institute. A technically qualified representative from the FSI may visit the post occasionally for the purpose of program evaluation and/or guidance on proposed changes of course material or teaching techniques.

SUPPLEMENTARY NOTES:

This is the highest level provided for positions in the Language Series. Positions at this level are restricted to posts with a language training program that is large enough to require the services of three or more Language Instructors. At posts with smaller programs, one of the Language Instructors can serve as a working supervisor if more than one Language Instructor is required.

FSN-205-7 INTERAGENCY POSITION CLASSIFICATION STANDARDS

GROUP: Language Training and Translation
TITLE: Language Instructor

SERIES: Language Training Series
LEVEL: FSN-205-7

BASIC FUNCTION:

Instructs employees and/or dependents in the language taught in the language program.

MAJOR DUTIES AND RESPONSIBILITIES:

Conducts classes in the language of the host country using the techniques, methods and training materials provided by the Department of State's Foreign Service Institute. Assigns lessons, corrects faulty pronunciation, improper tone pattern, and faulty structure by using intensive drills of various kinds. Schedules review of subject matter and tests to determine student's progress. Periodically schedules students for tests with the Supervisory Language Instructor. Advises Supervisor monthly of progress of students and suggests transfer of students to other classes if their progress clearly exceeds other class members or if their progress is so much slower that it is delaying the advance of the class. Classes taught may range from the beginning level to more advanced levels but usually not beyond the stage when students reach Level 3 with a good working knowledge of the language. Employee may be required to give individual lessons to the Ambassador, DCM, or other high ranking officer.

DESIRED QUALIFICATIONS:

EDUCATION: Possession of a collegiate degree is desirable.

EXPERIENCE: From one to three years of experience in positions requiring the application of instructional skills and techniques and effective communication with students to gain and hold their interest.

LANGUAGE: Level 3, good working knowledge of English, is required. Level 4, fluency in English, is desirable. The employee must be a native speaker of the host country language.

KNOWLEDGE: A thorough knowledge of and training in the State Department's Foreign Service Institute Language Training methods and system. Excellent knowledge of grammar, idiom, syntax, and pronunciation of the host country language.

ABILITIES: Ability to communicate effectively with the relatively mature level of students (employees) being taught in order to retain their interest and motivation and to assist them in developing their language ability rapidly.

DISTINGUISHING FEATURES:

This is the full operating level and the higher of two non-supervisory Language Instructor level. Employees at this level perform any of the non-supervisory language teaching functions, including instructing the more advanced classes and senior officers when individual instruction is authorized. It differs from the next lower level primarily in that the lower level is a developmental assignment for training in the FSI language training methods and systems. Language Instructors receive little direct supervision and this is by infrequent class monitoring. Guidelines are provided by the written lesson materials and by discussions with the supervisor who can usually tell from mistakes made by students in periodic language tests if certain segments or phases of the lessons have not received adequate coverage.

FSN-205-6 INTERAGENCY POSITION CLASSIFICATION STANDARDS

GROUP: Language Training and Translation
TITLE: Language Instructor

SERIES: Language Training Series
LEVEL: FSN-205-6

BASIC FUNCTION:

Instructs employees and/or dependents in the language of the host country.

MAJOR DUTIES AND RESPONSIBILITIES:

Assigns lessons, corrects faulty pronunciation, improper tone pattern, and faulty structure by using intensive drills of various kinds. Schedules review of lessons and periodically schedules students for tests with the Supervisory Language Instructor. Advises Supervisory Language Instructor of progress of students and obtains suggestions on methods of improving learning rate of slower learning students. Maintains attendance reports of students.

DESIRED QUALIFICATIONS:

EDUCATION: Possession of a collegiate degree is desirable.

EXPERIENCE: From one to two and one-half years of experience in positions requiring the application of instructional skills and techniques and effective communication with students to gain and hold their interest.

LANGUAGE: Level 3, good working knowledge of English, is required. Level 4, fluency in English, is desirable. The employee must also be a native speaker of the host country language.

KNOWLEDGE: Excellent knowledge of grammar, idiom, syntax, and pronunciation of the host country language.

ABILITIES: Ability to communicate effectively with students in order to retain their interest and motivation and to assist them in rapidly developing their language ability.

DISTINGUISHING FEATURES:

This is the lower of two non-supervisory Language Instructor levels. Employees at this level receive the less difficult language training assignments which assists in their development, knowledge, and experience in the use of the Foreign Service Institute's language training methods and systems. Their classroom sessions are frequently monitored by the Supervisory Language Instructor who evaluates their progress and

discusses strengths and weaknesses and how to improve them. The supervisor also furnishes advice on specific problems that may be expected or for which guidance has been requested.

SUPPLEMENTARY NOTES:

Language Instructor positions are used to provide training and experience to Instructors in the use of the FSI language training system. Employees recruited for positions at this level are considered basically qualified for promotion to the next higher level when they have gained a thorough knowledge of and some experience in the use of the FSI system. The Supervisory Language Instructor's evaluation of the Language Instructor's development and progress should normally be the determining factor in a decision to change the Instructor's rate to the next higher level. This factor should be noted in the contract at the time of the Instructor's employment.

FSN-210 TRANSLATOR SERIES

This series includes positions the duties of which are to administer, supervise, or perform work involved in making written translations from or into foreign languages where the objective is the production of accurate translations of written material prepared by others.

Excluded from the series are positions involving translations (for minor, substantial, or even a major portion of time) which are incidental to the main purpose of the work and subordinate to the ultimate objective of various positions such as those involving legal or scientific research, secretarial and administrative assistant positions, political, economic, or agricultural reporting, etc.

Many local positions in establishments abroad have the requirement that incumbents should possess a high degree of proficiency in both written and spoken English in addition to proficiency in the language of the country. This level of proficiency includes the ability to translate the host country language into precise and correct English and English into the applicable foreign language. This language requirement is an integral part of these local positions and forms no basis for including the positions in the Translator Series.

The Translator Series provides standards for three levels of Translator positions. They are:

Translator	FSN 210-9
Translator	FSN 210-8
Translator	FSN 210-7

FSN-210-9 INTERAGENCY POSITION CLASSIFICATION STANDARDS

GROUP: Language Training and Translator
TITLE: Translator

SERIES: Translator
LEVEL: FSN-210-9

BASIC FUNCTION:

Translates from English into one or more languages and translates from one or more languages into English.

MAJOR DUTIES AND RESPONSIBILITIES:

Translates from one or more foreign languages into English or from English into one or more foreign languages, materials that pertain to a variety of the most difficult types of subject matters, (technical languages, legal, statistical, etc.), each of which requires a specialized vocabulary. The difficulty factor is dictated by the fact that the subjects translated are inherently difficult and the vocabulary pertaining to the subjects is in many cases unique as the terms encountered are peculiar to that subject. The translator may also be sufficiently proficient in a certain subject matter to be given the responsibility for screening technical, scientific, or other documents to extract and translate only those portions of the document that would be valuable or pertinent to a study, report, program, etc. Supervision of one or more lower level translators may also be included in positions at this level. The translator is held responsible for the accuracy of translations and for own work, with little necessity for review since this is the highest level of performance. Occasionally serves as an interpreter.

DESIRED QUALIFICATIONS:

EDUCATION: Completion of secondary school is required. Some collegiate study in English and other languages used in translations is highly desirable, ideally the equivalent of a B.A. or B.S. degree.

EXPERIENCE: From three to five years of interpreting or translating in which English is used as one of the languages.

LANGUAGE: Level 5 fluency in English, native knowledge of the language of the host country, and a good working knowledge of at least one other language frequently used in the area.

KNOWLEDGE: In addition to the required language knowledge, must have the ability to do basic research and analysis in a variety of technical subject matter fields in order to become familiar with the technical terminology involved in each subject-matter field in which required to translate.

DISTINGUISHING FEATURES:

This is the highest grade level provided in the Standards for Translator positions. It is distinguished from the next lower level by the more complex material in a greater variety of subject matter fields, each of which requires a specialized vocabulary. Little supervision is provided at this level and the translators are required to work with two languages in addition to English. Supervision of other translators may be present, but it is not a grade controlling factor.

SUPPLEMENTARY NOTES:

Posts should carefully consider the type of material translated before classifying translator positions to this grade level. Translators at this level consistently translate a variety of the most difficult types of subject matter, (technical, scientific, legal, statistical, etc.), each of which requires a specialized vocabulary. Examples of these subjects are: (a) technical -- machinery, automotive mechanics, architecture, gunnery, tactics, military equipment, etc.; (b) scientific -- chemistry, physics, biology, medicine, electronics, aerodynamics, etc.; (c) legal -- laws, legal and judicial procedures that are unique to the country or to sections of the country; and (d) other -- statistical documents relating to economic factors peculiar to the country, important agreements between the U.S. and the host or other countries, etc. The translator must be able to translate material in any of the described fields either into English or from English into the host country language and another foreign language.

FSN-210-8 INTERAGENCY POSITION CLASSIFICATION STANDARDS

GROUP: Language Training and Translator
TITLE: Translator

SERIES: Translator
LEVEL: FSN-210-8

BASIC FUNCTION:

Translates from English into the host country language and translates from the host country language into English.

MAJOR DUTIES AND RESPONSIBILITIES:

Translates from a foreign language (usually the host country language) into English or from English into a foreign language, materials of technical, scientific, or economic nature, where the use of technical terminology is regular and recurring. The material may involve more than one type of subject matter when only a general ability to become familiar with the special terminology of the subjects involved is required to translate the material. Documents translated may include technical manuals, laws, governmental regulations, scientific studies, technical specifications, and legal or financial documents.

DESIRED QUALIFICATIONS:

EDUCATION: Completion of secondary school is required. Some collegiate study in English and the language of the host country is desirable.

EXPERIENCE: Two to four years of progressively responsible experience in interpreting or translating.

LANGUAGE: Level 5 fluency in English and native knowledge of the other language used in the translations.

KNOWLEDGE: In addition to the required language knowledge, translators at this level must be able to familiarize themselves with various subjects so they can render accurate, clear translations which capture all of the meanings and intent of the original document.

DISTINGUISHING FEATURES:

The major difference between this level and the next lower level is the more technical nature of the material translated. The area of subject matter is also much more varied and complex. Guidelines and source documents are dictionaries, glossaries, and subject matter reference material. Generally, more technical material must be adept in the art or practice of reference research. The translator must, in many cases, find and develop

own guidelines as they pertain to individual translations or subjects. The type of supervision received at this level is generally in the form of review, either by a translator at a higher grade level or by a subject matter specialist as to the logic of the facts contained in the translation. In many instances, there is little or no review of the translation, except by the user. Translators at this level may be required to make summaries of material rather than strict idiomatic translations. In these cases, the translator is responsible for determining which facts will be of interest to the users of the material.

FSN-210-7 INTERAGENCY POSITION CLASSIFICATION STANDARDS

GROUP: Language Training and Translator
TITLE: Translator

SERIES: Translator
LEVEL: FSN-210-7

BASIC FUNCTION:

Translates from English into the host country language and translates from the host country language into English.

MAJOR DUTIES AND RESPONSIBILITIES:

Translates from English into host country language and vice versa, material that is mainly non-technical, such as correspondence relating to some phase of the post's programs, or involving some subject matter knowledge such as non-technical fiscal or scientific material written for the layman. Documents, while often repetitive, are quite often long and difficult to understand because of the subject matter terminology involved. In addition to translations requiring the use of the proper idiomatic phrasing, syntactical structure, and use of words accurately reflecting the wording and meaning of the original document, employees at this level also perform verbatim translations of documents such as birth, death, and marriage certificates, proofs of residence, etc.

DESIRED QUALIFICATIONS:

EDUCATION: Completion of secondary school is required. Some collegiate study in English and the language of the host country is desirable.

EXPERIENCE: From one to three years of progressively responsible experience in language teaching, interpreting, or translating involving English as one of the languages.

LANGUAGE: Level 5 professional translator ability in English.

KNOWLEDGE: In addition to the required language knowledge, translators at this level must familiarize themselves with various non-technical subjects, correspondence formats, document forms, etc. so as to render accurate, clear translations.

DISTINGUISHING FEATURES:

As indicated previously, the material translated at this level is non-technical. Employees may work under the general supervision of a translator of higher grade or by the user of the translated material who frequently does not understand the language from which the material was translated. The latter instance requires greater responsibility on the part of the translator for the technical language accuracy of the translated material. Guidelines and source documents are dictionaries, glossaries, and subject matter reference materials. Supervision of others is not usually present at this level. Consequence of errors in translating is significant since translations may involve legal documents and other material from which action is initiated.